

TREASURY DEPARTMENT
Office of Personnel
Washington, D. C.

July 10, 1953

Personnel Circular No. 170

To Heads of Bureaus
Treasury Department

Subject: Amendments to the Annual and Sick Leave
Act of 1951, approved July 2, 1953

1. PRINCIPAL CHANGES IN THE ANNUAL AND SICK LEAVE ACT
OF 1951:

Public Law 102, 83rd Congress, approved July 2, 1953, made several amendments to the Annual and Sick Leave Act of 1951. The principal changes are as follows:

(a) The Act exempts certain officers of the Executive branch of the Government from the provisions of the Annual and Sick Leave Act of 1951, and among those are persons appointed by the President by and with the advice of the Senate, or by the President alone, whose rates of basic compensation exceed the maximum rate provided in the general schedule of the Classification Act of 1949, as amended. Additional officers may be exempted by Presidential order. Such officers exempted from the leave act are not entitled to accumulate leave to be made a basis for a lump sum payment. The accumulated and current accrued annual leave to which any officer exempted by Public Law 102 from the leave act is entitled on July 4, 1953 will remain to his credit, and shall be paid in a lump sum when he leaves the service or be transferred with him if, without a break in service, he again becomes subject to the leave act of 1951.

(b) Public Law 102 amends the leave act to provide that, in the future, the maximum permissible accumulation of leave will be 30 days (45 days for employees recruited for service outside the several states and the District of Columbia), except for those who now have accumulated leave in excess of that amount. In the latter case, the amount of leave carried over at the end of the leave year in 1952 will be the maximum. If, at any time, such employee reduces his accumulated leave, the reduced amount will become the new maximum.

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(c) The amendment provides that, after August 31, 1953, the lump sum payment made to any person leaving the service or whose employment is terminated by death, shall be limited to payment for 30 days or for the number of days to the credit of the employee at the beginning of the leave year, whichever is greater.

(d) Heads of departments and agencies are required to take such action as may be necessary to bring about reductions in the accumulated annual leave to the credit of officers and employees which is in excess of the maximum accumulation allowable under Section 203 of the Annual and Sick Leave Act of 1951, as amended.

(e) The leave year has been changed to begin on the first day of the first complete bi-weekly pay period occurring in any year. Hereafter, Christmas holiday leave can be taken on the current year's accrued leave.

2. POLICY:

(a) The Treasury Department will require employees who have accumulated annual leave in excess of the limits established by Public Law 102 to reduce such accumulated annual leave by 9 days each year until the maximum allowable accumulated leave is reached.

(b) Supervisors who are authorized to grant leave will be responsible for seeing that employees with accumulated annual leave in excess of 30 days take their current leave, plus the amount required for reduction of the accumulated leave. The leave should be granted, whenever possible, when the employee wishes to take it. But if the employee fails to apply for the leave, he may be placed on leave administratively at any time to meet the requirements of the law and of this circular relative to reductions of excess accumulated leave.

(c) The annual reduction will begin with the 1954 leave year. No definite amount of reduction will be required for the fraction of a year remaining in 1953, but supervisors are urged to grant as much leave as possible where it will reduce the excess accumulated leave, and will not affect adversely the operations of the office.

(d) Bureaus are advised to grant as much leave as possible before August 31, 1953 in order to reduce the possibility of loss of leave in the event of death, resignation or other separation.

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3. EXCEPTIONS:

It is recognized that it may not be consistent with the exigencies of the public business in some instances to grant the current allowable leave of 26 days, and an additional 6 days. Therefore, the following procedure is prescribed where it is not possible, without undue sacrifice to the public business, to grant the 26 days annual leave. In each case, the supervisor will prepare a written statement giving the facts which prevented the granting of the leave, which will be filed in the personnel folder of the employee. A similar written statement will be required for each leave year in which the established annual reduction cannot be made.

4. REPORTS:

An annual report on the reduction of excess leave will be required. As soon as instructions have been received from the Civil Service Commission, all bureaus will be informed of the data needed to compile the report of the Department to the Commission.

5. RESCISSION:

Personnel Circular No. 117, dated August 27, 1947, is hereby rescinded.

JAMES H. HARD
Director of Personnel

Approved:

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